

Important note to applicants: All applicants must submit their job application and resume through the DC Office of Personnel for this position. Applications are not accepted at ABRA itself. Job applications, vacancy announcements, and the online job application process may be found at the DC Office of Personnel's website, at www.dcop.dc.gov. When searching the DC Office of Personnel's website, take careful note of the Job Posting reference number listed below.

Job Title: RECORDS MANAGEMENT ASSISTANT

Location: 941 North Capitol Street NE

Reference: 2249

Pay Plan, Series & Grade: DS 303-07

General Job Information

Salary Range: \$32,635 - \$42,841

Closing Date: October 28, 2005

Tour of Duty: 8:15 am - 4:45 pm

Area of Consideration: Open to the general public.

Promotion Potential: None.

Number of Vacancies: One (1)

Agency: Alcoholic Beverage Regulation Administration.

Duration of Appointment: Term Appointment NTE: 13 months

Collective Bargaining Unit (Union): This position is in the collective bargaining unit represented by AFSCME 2743 and you may be required to pay an agency service fee through direct payroll deduction.

Opening date: October 17, 2005.

Duties

Brief Description of Duties: This position is located in the Records Unit of the Alcoholic Beverage Regulation Administration. Conducts comprehensive searches of the agency's files, documents, electronic databases, and transcripts in response to a high volume of requests from the ABC Board, staff and the general public. Supports the Records Management Specialist in response to and in the preparation of Freedom of Information Act requests. Maintains the

agency's manual and computerized record systems. Ensures adequate handling, storage and transfer of all documents and files that are being converted from the application number system to the license number system, as well as documents that require scanning. Photocopies and assembles various documents.

Basic Requirements: Applicants must have one (1) year of Specialized Experience.

Qualifications

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

Ranking Factors

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of the mission and functions of agency required in order to provide information and answer routine questions related to agency operations and mission.

Ranking Factor #2: Ability to communicate effectively both orally and in writing to interact appropriately with visitors, telephone callers, and to facilitate general communications.

Ranking Factor #3: Knowledge of Microsoft Windows, Word, Excel and Outlook, in order to complete various data entry assignments. Familiarity with license tracking and database applications.

Working Conditions: The work is primarily performed in an office setting.

Conditions of Employment

Physical Effort: The work is partially sedentary in nature. It requires periods of walking, standing, bending, lifting file trays, and carrying light objects such as books, files, or papers.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employment Benefits

Promotion Potential: None

Residency Requirement

Residency Preference Amendment Act of 1998: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant. To be granted preference, an applicant must: (1) be qualified for the position; and (2) claim preference at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Salary Reduction of Reemployed Annuitants: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under the District Government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Other Information: "THIS POSITION MAY BE CONVERTED TO PERMANENT WITHOUT FURTHER COMPETITION."

Where to Apply (Reeves Center):

D.C. Office of Personnel

Reeves Center Personnel Office

2000 - 14th Street, N.W., Fourth Floor

Washington, D.C. 20009

How to Apply

Contact Information: Mable Price (202) 671-1830

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies.

Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Job Offers: Official Job Offers are made by the D.C. Office of Personnel.

Closing Statement

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.